

California Biodiversity Council | Fall 2017 FIELD TOUR | FACILITATION PLAN for Day 2

Date: Nov. 13-14, 2017. Day 2 from 8:30a to 3:45p on Nov 14; **Location:** Best Western (BW) - 660 San Felipe Rd, Hollister, CA 95023

Cell Phone Numbers for Key Event Staff:

1. Stephanie Horii (SH) – 408-768-9394
2. Alex Cole-Weiss (ACW) – 828-231-6768
3. Mackenzie Wieser (MW) – 916-896-7811
4. Kamyar Guivetchi – 916-708-8245
5. Don Yasuda – 530-409-5405
6. Denny Grossman – 571-216-2651
7. Paicines Ranch – Mary - 831-261-5787, or Jeb 831-238-1026
8. Fishers Catering – Jenae – 831-902-9962
9. AV Tech – Andy Takara – 408-871-8392
10. Charter Bus – **Assigned Monday**
11. Best Western – Cindy – 831-637-9248

Event Staff Roles and Responsibilities:

- Registration/Check-In: Stephanie, Alex, Mackenzie
- Notetaker: Alex Cole-Weiss, CCP [written notes, high-level themes]
- Time-Keeper: Mackenzie (SH as back-up)
- Day 2: On-board bus coordinator: Mackenzie
- Day 2: Remote coordinator: Stephanie

Materials


- Meeting Folders From Day 1
 - Agenda + FT Map
 - Comment Cards/Evaluation Forms
- TNC Waivers (80)
- Annotated Agenda (10)
- Facilitation Plan (4)
- Name Badges, Blank Name Badges, lanyards (65+)
- Speaker Ribbon stickers
- Registration List (Day 2)
- Sign-In Sheet (2)
- Mail-In Registration Forms
- Clip Boards (6)
- Time Reminders (1 min, 5 min, Wrap Up) (Mackenzie)
- Timer (CCP)
- Folding Tables (2-6ft; 2 4ft)
- Table Cloths (5 black, 3 white, 1 cream, 3 green for 6' tbls)
- ~~Collapsible Tents (6) (borrowed from OSA)~~
- Folding Chairs (10-20) for Day 2 (borrowed from Paicines)
- Pens, markers, flipchart markers, Gray tape, blue tape, scissors, stapler, paper clips, Hand sani, towels, Cleaning Supplies, umbrellas, ziplocks, trash bags, paper towels, cooler, extra cups
- First Aid + Blister Kit
- Snacks (granola bars, nuts, leftover Halloween candy)
- Drinks (4 jugs of water)
- Gift for Seth (Steph)

AV Notes

- Portable PA System
- **Plug PA syst into bus to recharge**
- Phone Chargers, portable USB battery (CCP)



Day 2, Nov 14 | FIELD TRIP


Agenda Item		Meeting Content/Speaker Notes	Event Staff Process Notes	Participants & Roles	Time
0	Prep	<ul style="list-style-type: none"> Caterer arrives 7:30-8a and sets up breakfast “to-go bags” outside of BW SH checks in w/ BW Cindy ~7:30 to confirm logistics Bus arrives by 8:15a SH & ACW begin loading chairs, snacks, and water in undercarriage Load lunch and ~10 chairs into minivan Sound Check Portable PA system; begin Charging Reserve first few rows (2-3?) for speakers Review itinerary w/ Bus Driver, esp. for Site 1 and Site 2 drop-off/pick-up Have extra name badges, sign-in sheets, mail-in registration forms ready Give First Aid/blister kit to MW 		<ul style="list-style-type: none"> Jenae (Caterer) Cindy (BW) [REDACTED] (Bus Driver) SH & ACW (set-up, packing, sound-checking, etc.) MW arrives at: [REDACTED] 	7:30-8:30a (1h)
1	Bus Check-In - 660 San Felipe Rd, Hollister, CA 95023	<p>(Light refreshments will be available.)</p> <ul style="list-style-type: none"> Attendees can grab their “to-go” breakfasts SH, ACW, MW hand out Site 1 waivers (and pens); check off people as they board bus Ask attendees if they flew in (when does their flight leave?); Notify Stephanie Pajaro Compass Speakers should sit toward the front of the bus. Note: Attendees can store their luggage under the bus or in the Best Western office; Restrooms only on Bus until Coyote Valley Open Space Preserve; Jared and Liz driving separately; Marc may carpool if needed; Andrea joining at Site 1; Walter joining at Site 3 If leaving early, Stephanie can wait until 9a for stragglers and drive them to the first site. (only do this if several ppl haven’t check in; otherwise they can call SH) 		<ul style="list-style-type: none"> Opening and Pajaro Compass: Denny, Abby, [REDACTED] (Speakers) SH, ACW, MW (check-in/hand out waivers) SH (transport late arrivals, if needed) 	8:30-8:45 (15 min)
2	Bus Departure and Field Trip Opening	<p>Opening - Denny Grossman, SGC [<5min]</p> <p>En Route Presentation: Pajaro Compass Effort and Products [10 min] - Abby Ramsden, TNC</p> <p>[Abby will ask other steering committee members to raise hand/stand-up and/or speak time permitting.]</p>	<ul style="list-style-type: none"> MW pass around registration/sign-in sheet for self-check-ins MW does a headcount: [REDACTED] 	<ul style="list-style-type: none"> MW (Sign-in sheet; attendance tracker) Denny, Abby (Speakers) ACW (MW support, Note-Taker) 	8:45-9:00a (15 min)


	Agenda Item	Meeting Content/Speaker Notes	Event Staff Process Notes	Participants & Roles	Time
3a	 Site 1 - TNC Pajaro Ranch Arrival [36.974194, -121.503972]	<ul style="list-style-type: none"> • Andrea will be at Site 1 • Others driving can use pullout across the street • 5 min to offload bus, Collect waivers from people as they get off the bus • Store completed waivers on bus, give to Abby or Liz. • 10 min walk to convene group at first site. Bus can pull off to the side or reverse and turn around while attendees are on the tour to reduce departure time. • SH (or ACW/MW) can help hold traffic to allow the bus to reverse and turn around. 		<ul style="list-style-type: none"> • SH,ACW,MW (Traffic support for bus) • ACW,MW (waiver collection) • Andrea (joining bus) 	9-9:15a (15min)
3b	Pajaro Ranch – Convene at First Site	<ul style="list-style-type: none"> • <i>Moderator: Abby Ramsden, TNC</i> • Presentations • Large Landscape Conservation in the Mt. Hamilton Region – Sasha Gennet, TNC [<i>5 min.</i>] • Pajaro Ranch, a Multi-Benefit Project – Abby Ramsden, TNC [<i>5 min.</i>] • Santa Clara Valley OSA Pajaro River Agricultural Preserve Conservation Vision – Matt Freeman, OSA [<i><5 min.</i>] • Climate-Smart Habitat Restoration – Jenni Benson, STRAW, Point Blue [<i>10 min.</i>] 	<ul style="list-style-type: none"> • SH helps people cross road to get to first site • ACW & MW help keep the group moving to the first site. • SH brings 2 bottles for Seth <p>TIME CHECK @9:30a – Transition to Jenni’s presentation soon</p>	<ul style="list-style-type: none"> • Abby, Sasha, Matt, Jenni (Speakers) • ACW,MW,SH (Group maintenance) • SH (Seth gift) 	9:15-9:40a (25min)

Updated 11/11/23

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3c	Site Tour: Riparian Corridor [Divide into Three Groups] <ul style="list-style-type: none">Abby explains the process for the Riparian Corridor Site Tour1.Climate-Smart Restoration – Sasha Gennet, TNC; Jenni Benson, Point Blue2.Conservation Agriculture – Seth Nitschke, Mariposa Ranch; Matt Freeman, OSA3.Gathering and Using Wildlife Data – Tanya Diamond, Pathways for Wildlife; Abby Ramsden, TNC	<ul style="list-style-type: none">Grp Leave from sign area, staggered if possible, and walk riparian corridor down to culvert on Frazier Lake Road, then cut back to ranch gate through the field.Mackenzie, Alex, and Stephanie help encourage people to divide into even groupsStephanie will leave early (~9:45a) to go to Coyote Valley OSP to reserve picnic tablesACW joins one of the groups. Planning Team listens for major themes in other groups (tell ACW post-meeting for summary)~15 min to walk back and load bus; maybe less if the tour is a loops, not backtrackingAndrea, Abby, and Matt should sit at front of bus	<ul style="list-style-type: none">Abby, Sasha, Jenni, Seth, Matt, Tanya (Speakers)MW, ACW, SH (Initial Group Maintenance)SH (Reserve Picnic Tables)ACW: Notes (for whichever grp she joins)Planning Team – Listen for major themes in the other groups	9:40-10:25a (45min)
4	Depart Pajaro Ranch En Route Presentation: Balancing Regional-Scale Conservation, Development, and Working Lands Objectives <ul style="list-style-type: none">[<5 min for people to settle in]Presentations[SALC Program – Andrea, OSA (10 min)][HSR alignments, Gilroy Station Area and potential impacts – Andrea and Abby (10 minutes)][Remaining time devoted to Networking]Local presenters may point out particular sites of interest along the way]	<ul style="list-style-type: none">MW does a headcount: <div></div> (Reminder: Andrea’s joining bus)[If running more than 20 min late, consider not taking side streets: ~30 min to next site if no Side Streets. 40-45 min if taking side roads through Gilroy ag sector and Morgan Hill Southeast Quadrant]@ Coyote OSP - SH cleaning picnic tables, set up folding tables/lunches	<ul style="list-style-type: none">MW (Attendance Tracker)Andrea, Abby, Matt? (Speakers)Stephanie (Coyote OSP set-up)	10:25-11:10a (45min)

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5	 Site 2 - Coyote Ridge Arrival [37.213156, -121.720882]	<p>[5-10 min offload bus]</p> <p>Landscape Linkages [20 min]</p> <ul style="list-style-type: none"> - Coyote Valley Vision – Matt Freeman and Galli Basson, OSA [<10 minutes] - Wildlife Studies Informing Linkage and Strategic Acquisitions – Walter Moore, Noelle Thurlow, and Neal Sharma, POST) [<10 minutes] <p>[If running short on time, defer Q&A to bus]</p> <p>[5 min board bus; Matt should sit at front]</p>	<ul style="list-style-type: none"> • Walter will be at Site 2 • After offloading, bus goes to shooting range parking lot to turn around and wait. • Bus will be ready to pick up people ~20-30 minutes after Drop-Off unless told otherwise: ~11:30-11:40a 	<ul style="list-style-type: none"> • Matt, Galli, Walter, Noelle, and Neal (Speakers) • ACW (Note-Taker) <p>11:10-11:45a (35min)</p>
6	Depart Coyote Ridge	<p>[Matt can moderate Coyote Ridge Q&A if needed]</p> <p>Matt can announce Coyote Valley OSP and process for getting lunches quickly/going to restroom; presentations will start about 15 min after arrival</p>	<ul style="list-style-type: none"> • MW does a headcount: [REDACTED] <p>[Short Drive to Coyote Valley Open Space Preserve]</p>	<ul style="list-style-type: none"> • MW (Attendance Tracker) • Matt (moderator, if needed) • ACW (Note-Taker, if needed) <p>11:45-11:55a (10min)</p>
7a	 Site 3 - Coyote Valley Open Space Preserve Arrival & Box Lunches	<p>(Boxed lunches will be provided for picnic lunch.)</p> <ul style="list-style-type: none"> • offload bus, restroom break, • grab box lunches, convene group at first site picnic tables can sit 24; • ppl can grab chairs (15-20 chairs) from bus under carriage; others can lean on railing] 	<ul style="list-style-type: none"> • SH, ACW, MW (help hand out lunches, encourage people to get comfortable for presentations starting at 12:10p) 	<p>11:55a-12:10p (15min)</p>

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7b	Coyote Valley Open Space Preserve	<p><i>Moderator: Matt Freeman, OSA</i></p> <ul style="list-style-type: none"> • Potential Connectivity Policy & Funding Initiatives [20 min] <ul style="list-style-type: none"> - Marc Landgraf, OSA, Jennifer Koepcke, POST, Liz O'Donoghue, TNC • Santa Clara Pilot RCIS, Perspectives and Lessons Learned [20 min] <ul style="list-style-type: none"> - Ron Unger, - Andrea and Matt, OSA <p>[5 min to load bus]</p>	<ul style="list-style-type: none"> • MW & SH: TIME CHECK @ 12:40p. 10 minute reminder before 	<ul style="list-style-type: none"> • Matt, Marc, Jennifer, Liz, Ron, Andrea (Speakers) • MW & SH (Time-Trackers) • ACW (Note-Taker) <p>12:10-12:55p (45min)</p>
8	Depart Coyote Valley Open Space Preserve	<ul style="list-style-type: none"> • [Take Hwy 85 and exit Almaden Expy.] • Conduct Q&A if attendees ask; otherwise, allow for networking. 	<ul style="list-style-type: none"> • MW does a headcount: [redacted] • SH cleans up and packs chairs at Coyote OSP 	<ul style="list-style-type: none"> • MW (Attendance Tracker) • ACW (Note-Taker) • SH (Packing/Clean-Up) <p>12:55-1:25 (30min)</p>
9a	 Site 4 - Calero County Park Arrival [37.19447, -121.80757]	<ul style="list-style-type: none"> • [10 min to offload bus] • Note: <i>maybe</i> a restroom? 		<ul style="list-style-type: none"> • MW, ACW (Group Maintenance) <p>1:25-1:35p (10min)</p>
9b	Site Visit & Walking Tour: Calero County Park	<p><i>Moderator – Terah Donovan, SCVHA</i></p> <ul style="list-style-type: none"> • Role of County Parks in Regional Conservation – Jared Bond, Santa Clara County Parks [~5-10 min] [Walk to pond restoration site (15 min)] • Conservation and Restoration Efforts with Santa Clara Valley NCCP/HCP Projects and Partnerships – Terah Donovan, SCVHA [10-15 min] <ul style="list-style-type: none"> • [15 min back to the bus] • [5 Minutes to Board the Bus] 	<ul style="list-style-type: none"> • SH meets w/ bus and prepares basket of snacks and water for attendees upon return • For SH to catch up: GPS Location of Restoration Site: [redacted] • [TIME CHECK @2:00, 10 min reminder before need to head back to bus] 	<ul style="list-style-type: none"> • SH (Preps basket of snacks, water) • MW (Time-Keeper) <p>1:35-2:30p (55min)</p>

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10	<p>Depart Calero County Park</p> <p>En Route: Open Discussion, Networking, and Closing</p>	<p>(Light refreshments will be available.)</p> <ul style="list-style-type: none"> • [Allow folks to process the last 2 days before entering final open discussion • Travel time will be 1h 15-20 min total back to Hollister via Hwy 85 to 101] <p><i>Moderators: CBC Co-Chairs John Laird (CNRA) and Jerry Perez (BLM)</i></p> <ul style="list-style-type: none"> • [Opportunity for Co-Chairs to note emergent themes from the day's presentations/discussions • Take the pulse of the group as to how they liked this meeting and format • Review lessons learned and how state and federal agencies can help to guide and advance local and regional conservation efforts • Remind folk about the Mojave meeting and field trip and invite input on that agenda • Encourage folks to network and relax.] 	<ul style="list-style-type: none"> • MW does a headcount: [redacted] • ACW passes basket of snacks around 	<ul style="list-style-type: none"> • MW (Attendance Tracker) • Laird & Perez (moderators) • ACW (Note-Taker) <p>2:30-2:40p (10min)</p> <p>2:40-3:45p (1h5min)</p>
11	<p> Adjourn</p>	<p>[End at Hollister Best Western parking lot]</p>	<ul style="list-style-type: none"> • SH, ACW, MW Collect lanyards, trash, etc. as people exit • Note: Bus Driver has already been given a tip 	<p>SH, ACW, MW</p> <p>3:45-3:55p (10min)</p>
12	<p>Debrief and Pack Up</p>	<ul style="list-style-type: none"> • Discuss Immediate Next Steps to be completed in next 24 hrs: Ex. Schedule team debriefing call very soon to review major themes from Day 2 captured in summary 	<ul style="list-style-type: none"> • Into Alex's car: Folding Tables, Cooler, Tbl cloths, extra meeting supplies/boxes • Pack folding chairs into minivan; Stephanie takes back to Paicines Ranch 	<ul style="list-style-type: none"> • Team: Kamyar, Don, Denny, MW, SH, ACW • Alex (transport CCP gear back to Sac) • SH (Chairs back to Paicines) <p>3:55-4:05p (10min)</p> <p>SH: 4:10-5:10p</p>